Military Collection Using Drug Testing Program (DTP)

- All supplies needed are available
- Unit SOP and references are available
- All DTP forms and labels are

- UPL station is setup and the UPL is ready to start processing donors.

Note: The work station should be neat and clean - avoid table-top clutter.

- The UPL **WILL NOT** start collecting specimens until he/she puts on disposable rubber gloves.

- Soldier approaches the UPL desk when prepared to provide their urine specimen.
- Donor hands the UPL her ID Card
- If the Soldier does not have an ID Card in her possession, an alternate reliable method will be used to

- An alternate method of identification is to have the CDR/1SG verify the Donor's identity and take the SSN from the alpha roster. Then have the Donor tell you their

Click here to review the proper method of correcting a DTP label.

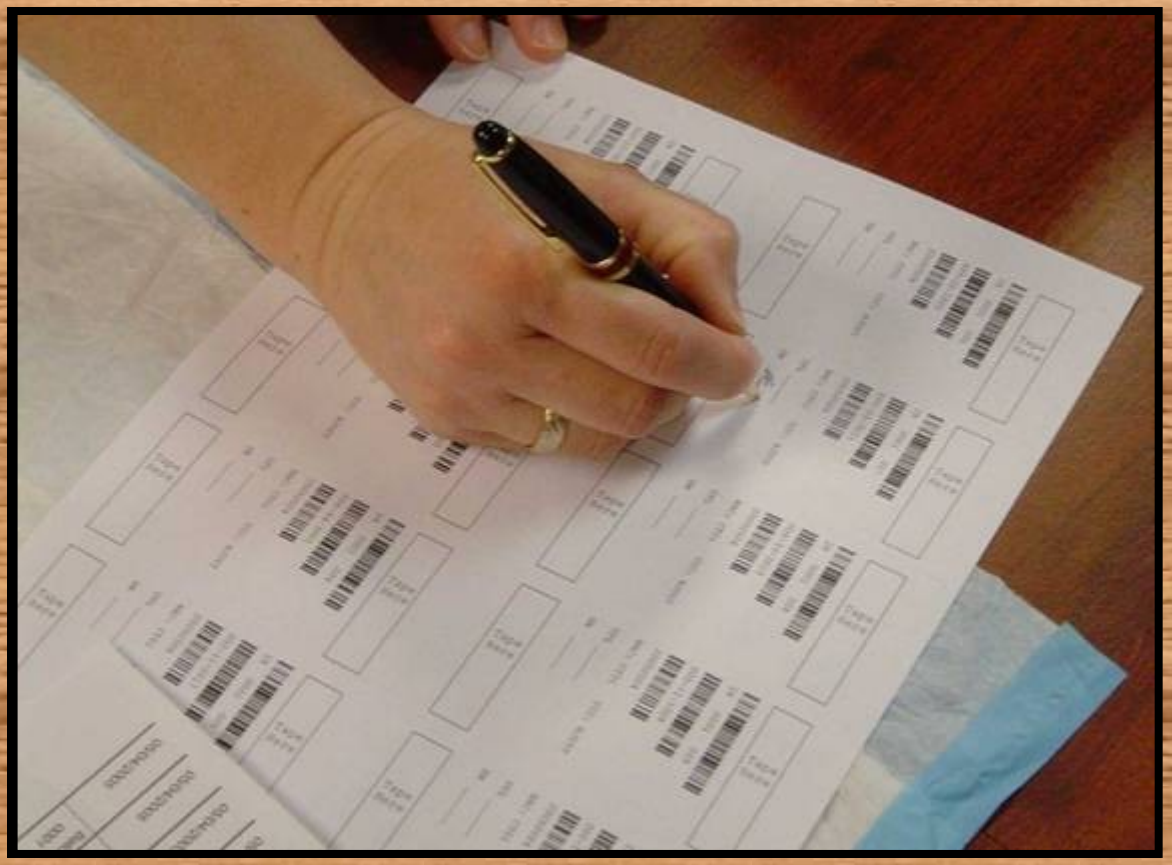
- **The UPL will instruct the donor to remove excess outer garments.**
- **Then the UPL will verify the SSN on the bottle label, using the Soldier’s ID Card.**
- **If the data on the label is not correct, then the UPL must correct the label.**

Click here to review the proper method of correcting a DTP DD Form 2624.

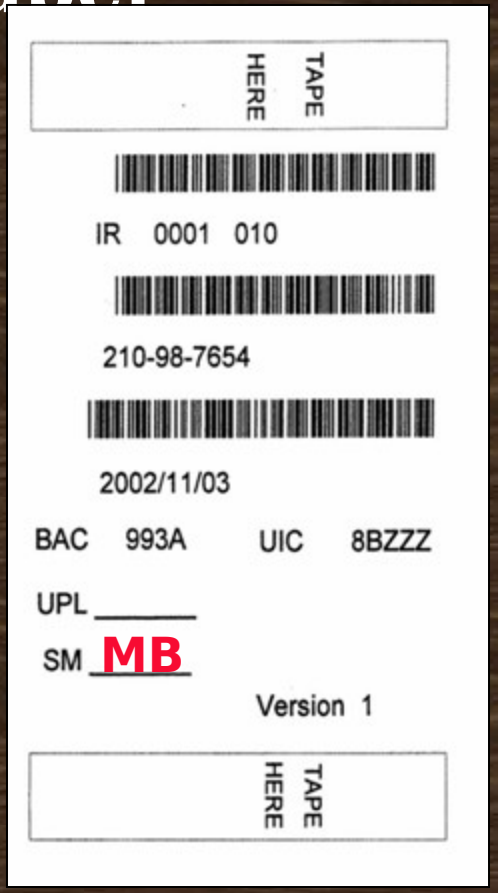
- **The UPL verifies all data on the DD Form 2624**
- **If the donor information on the DD Form 2624 is not correct, then the UPL must correct it before proceeding with the collection.**

Click here to review the proper method of correcting a DTP Testing Register (Unit Ledger).

- The UPL verifies the information on the Unit Ledger (called a Testing Register by the DTP Software).
- The UPL writes the Observer's name on the Testing Register.
- If the donor information on the Testing Register is incorrect, then



The Donor then initials the bottle label

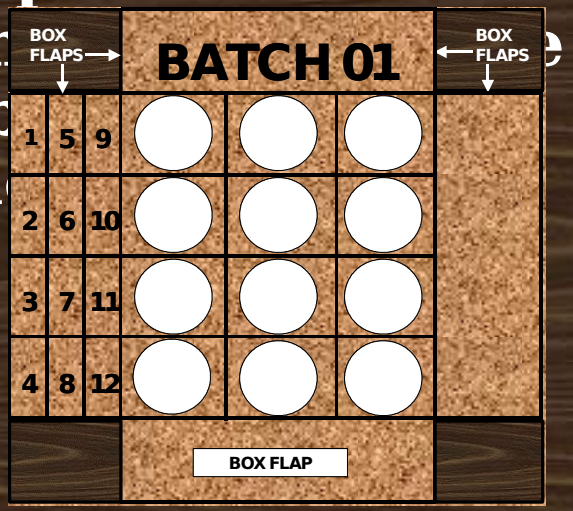


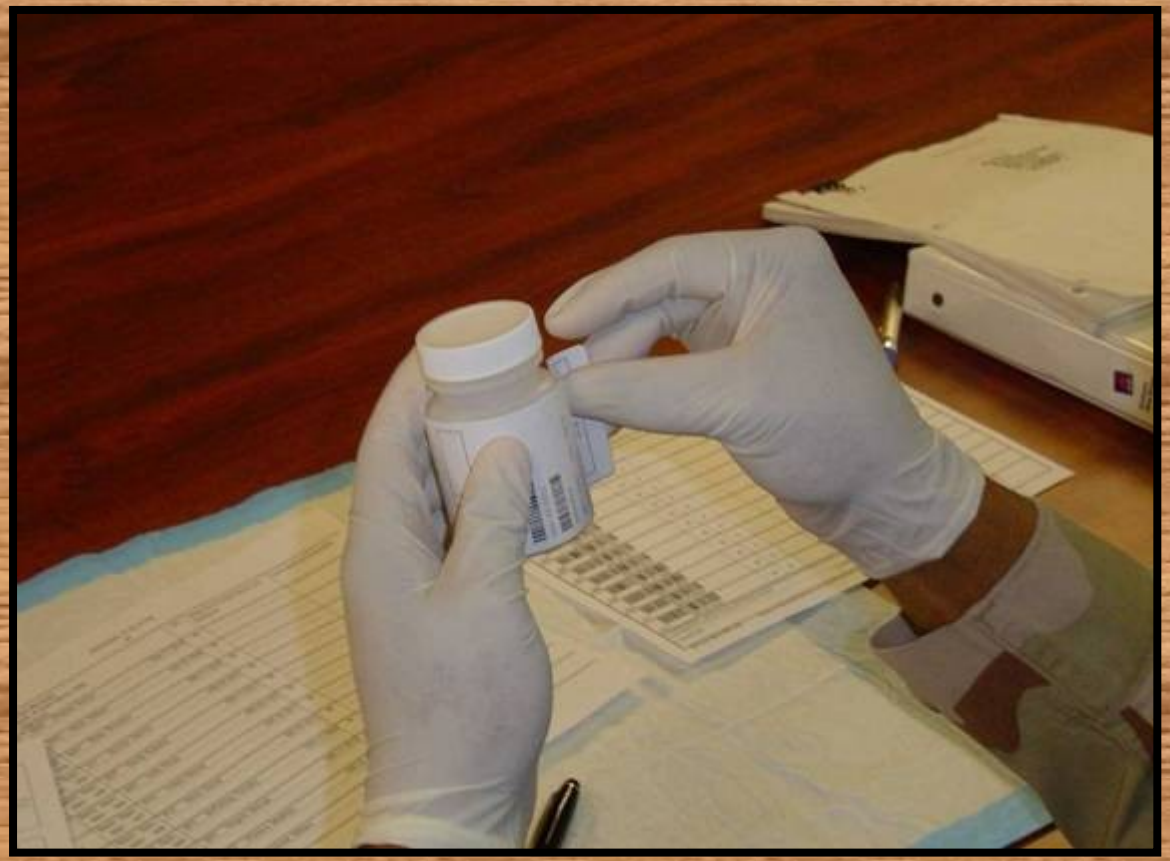
- **Make sure the donor initials the label with 2 or 3 letters, such as “MB” or “MCB”.**
- **Do not let the donor sign the label.**

- **Some installations open the bottle and show the donor that it is empty. Do not do this unless it is in your SOP and never blow or stick anything into the specimen**

- **The UPL removes a new collection bottle from the box and replaces it with the ID Card.**

- **Note: Labeling the specimen box h… l…**





- Never place a label over the top of another label; get a new bottle instead.

- The UPL places the initialed (by the donor) pre-printed bottle la… sp…

- **Paper and Styrofoam cups are not authorized wide mouth collection cups.**

- **The UPL hands the donor the specimen bottle.**

- **Female donors also receive a wide mouth collection cup.**

- **The observer must maintain eye contact with the specimen bottle and collection cup at all times.**

- **The donor and observer will move to the latrine.**
- **The Soldier will walk in front with the the specimen bottle and wide mouth collection cup held above her shoulder.**

- **Once in the latrine:**

  The observer will direct the donor to wash her hands with water only. No soap will be used prior to the collection.

- **The observer keeps the specimen bottle and collection cup in their line of sight at all times.**

- The donor will move to the appropriate facility (commode) to collect the specimen.
- The observer will brief the donor on how to collect the specimen, to insure direct observation.

- The observer must maintain eye contact with the specimen bottle and collection cup at all times.

- **The observer will directly observe the urine leaving the body and entering the specimen bottle.**

- **The donor will place the specimen bottle down on the floor or another surface.**
- **She will then collect the urine specimen in the collection cup.**
- **Note: The donor may set the collected specimen on the floor while she finishes**

- The donor will open the Specimen bottle and either hold the cap or place it inside up on the a clean surface.
- She will then pour the specimen from the wide mouth collection cup into the specimen bottle.
- The specimen bottle must contain at least 30 milliliters of

- The observer must watch this entire procedure, but cannot touch the specimen bottle or cap.

- The donor will dump the excess specimen from the wide mouth collection cup into the commode.
- Then the donor will recap the specimen bottle.

- The observer should instruct the donor to make sure the specimen bottle cap is secure.

- The donor will rinse out the wide mouth collection cup with tap water and then dispose of it.

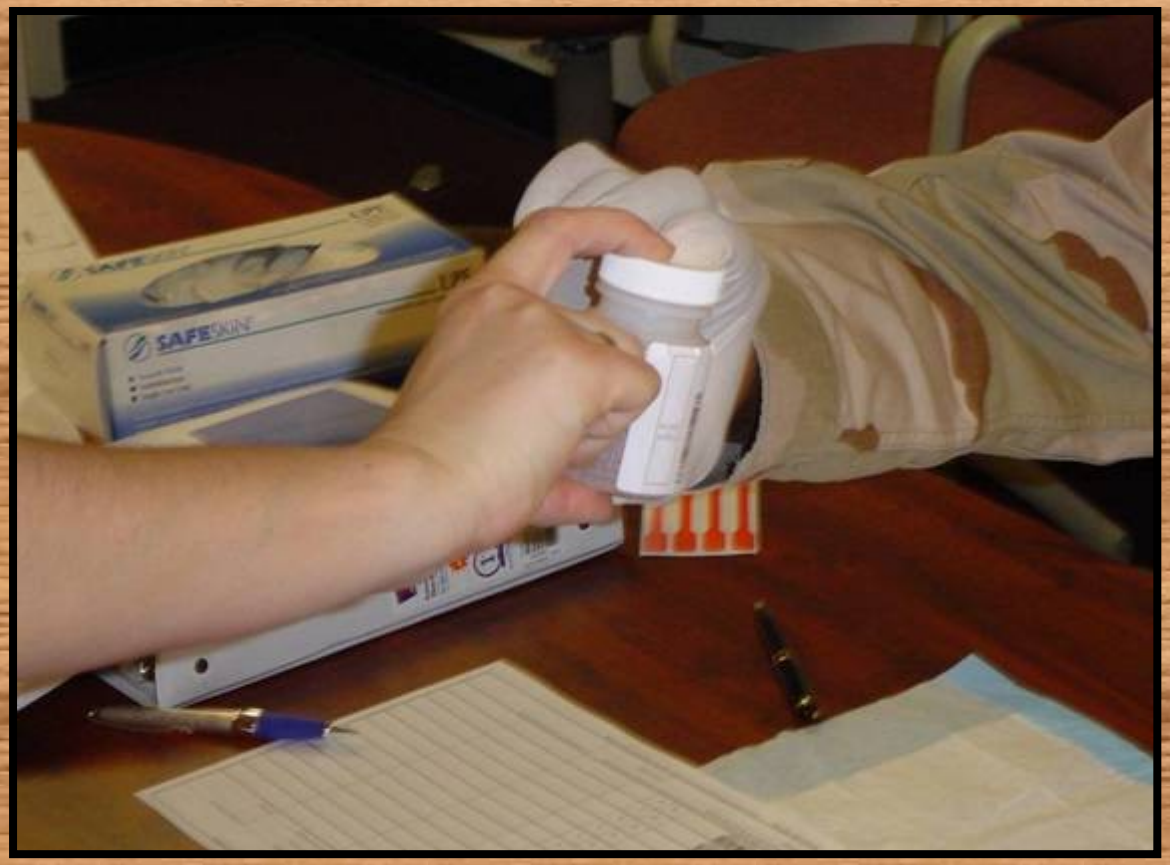
- A few installations do not allow specimen cups to be thrown away in the regular garbage, check your local SOP on the disposal of the collection cup.

- The observer and donor must maintain eye contact with the specimen bottle.

- The donor should now wash her hands with soap and water.

- The observer must maintain eye contact with the specimen bottle at all times.

- The donor and observer will walk back to the UPL Station.
- The donor will walk in front with the specimen held above her shoulder.



- **At the UPL Station the donor will hand the specimen to the UPL.**

- **Both the donor and the observer will stand fast, and maintain eye contact with the specimen.**

- Click on the links below:

Adulteration?

Less than 30 mL

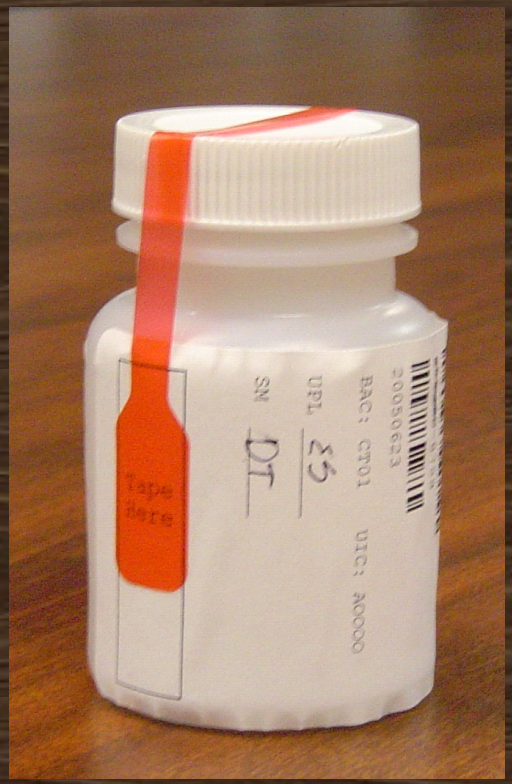
- The UPL will inspect the specimen for possible adulteration, ensure the cap is secure, and ensure there is at least 30 mL of urine.

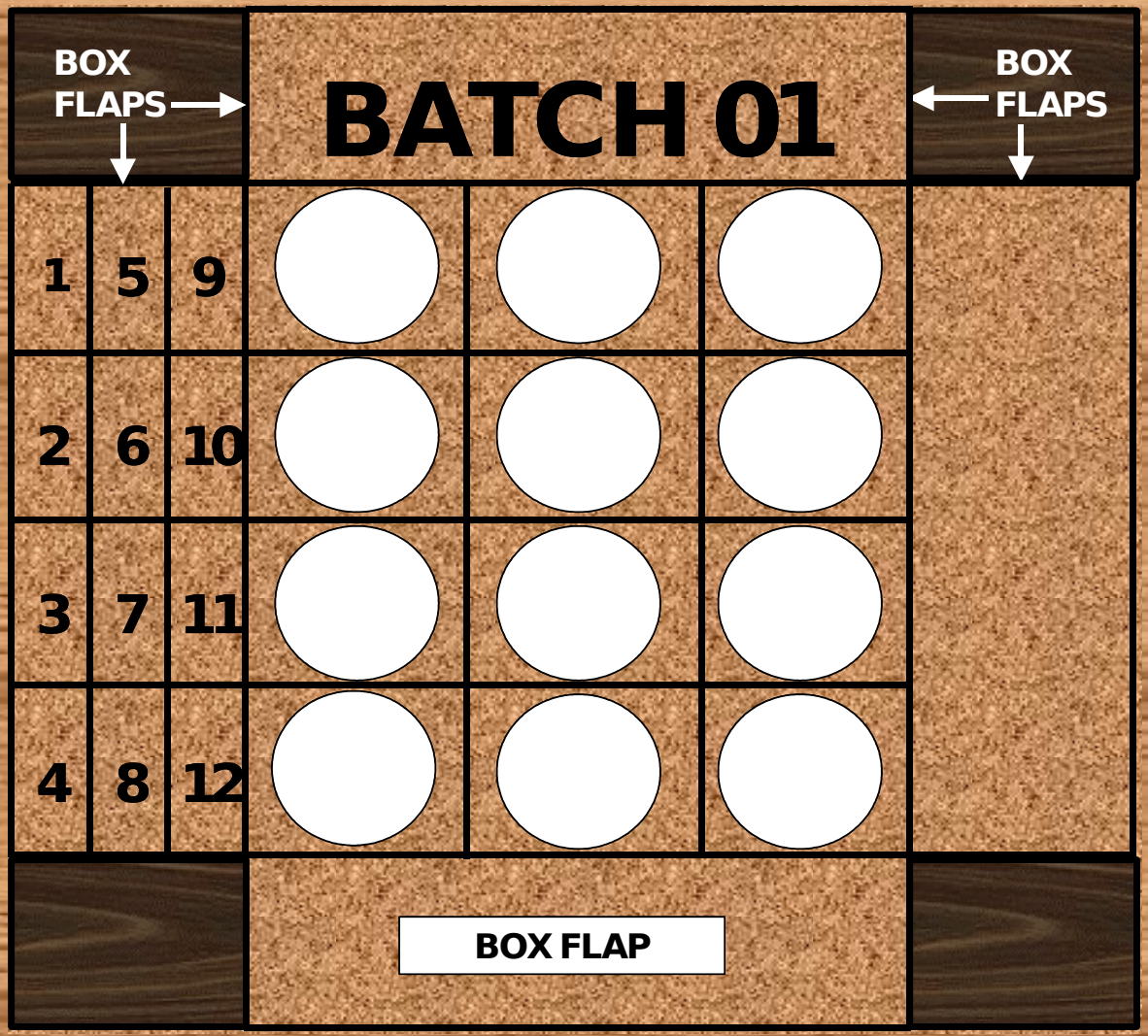
- The UPL will apply tamper evident tape across the bottle cap and touching the label on both sides.

- The tape will be one continuous piece that touches the label on both ends without obscuring any information and runs across the top of the bottle.

- The initials signify that the UPL received the specimen from the donor, checked for possible adulteration, ensured the cap was secure, and placed tamper evident tape

- The UPL will then initial the bottle label.





- The UPL will remove the donor's ID Card from the collection box and replace it with the specimen.

- Remember: Labeling the specimen box helps to find the bottle & ID Card location. It also reduces specimen turn-in time.

- The observer will sign the Testing Register.
- Note: Any unusual occurrences should be annotated in the Comments and Disposition (remarks) block of the Testing Register.

- The observer’s signature verifies that she complied with the collection process, directly observed the Soldier provide the specimen, and maintained eye contact with the specimen until it was sealed with tamper evident

Drug Testing Program
Testing Register

04/25/2005 12:24:19 PM
IR

Date of Collection T/M/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
04/21/2005	Batch: 0001 Spec: 001	~~CPL Apple, Adam 000-00-0000~~	IR		**Not Tested MB 4/21/05 Incorrect SSN**
04/21/2005	Batch: 0001 Spec: 002	MSG Duke, Daisy 111-44-2005	IR	**SGT Olivia Observer**	**No ID; Verified SSN by Alpha roster and 1SG ID**
04/21/2005	Batch: 0001 Spec: 003	SPC George, Greg 333-55-3016	IR		
04/21/2005	Batch: 0001 Spec: 004	CPL Jenkins, Jos			
04/21/2005	Batch: 0001 Spec: 005	PFC Klein, Kimb			
04/21/2005	Batch: 0001 Spec: 006	PVT Lima, Larry 444-45-4006	IR		
04/21/2005	Batch: 0001 Spec: 007	2LT November, Nathan 222-77-1002	IR		
04/21/2005	Batch: 0001 Spec: 008	PFC Romeo, Rose 000-88-3005	IR		
04/21/2005	Batch: 0001 Spec: 009	SPC Turner, Ted 888-99-3019	IR		
04/21/2005	Batch: 0001 Spec: 010	SGT Zebra, Zeta 777-34-2008	IR		
4/21/2005	**0001 011**	**CPL Apple, Adam 000 – 34 – 3003**		**SSG Oskar Observer**	

Olivia Observer

The observer signs the Testing Register

Adam Apple

Oskar Observer

- The donor now signs the Testing Register.

- The donor’s signature verifies that she provided the urine in the specimen bottle, observed the specimens being sealed with tamper evident tape, and observed the specimen being placed in the

Drug Testing Program
Testing Register

04/25/2005 12:24:19 PM
IR

Date of Collection T/M/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature		TPI	Observer's Printed Name and Signature	Comments and Disposition
04/21/2005	Batch: 0001 Spec: 001	CPL Apple, Adam	000-00-0000	IR		**Not Tested MB 4/21/05 Incorrect SSN**
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04/21/2005	Batch: 0001 Spec:					
04/21/2005	Batch: 0001 Spec: 005					
04/21/2005	Batch: 0001 Spec: 006	PVT Lima, Larry	444-45-4006	IR		
04/21/2005	Batch: 0001 Spec: 007	2LT November, Nathan	222-77-1002	IR		
04/21/2005	Batch: 0001 Spec: 008	PFC Romeo, Rose	000-88-3005	IR		
04/21/2005	Batch: 0001 Spec: 009	SPC Turner, Ted	888-99-3019	IR		
04/21/2005	Batch: 0001 Spec: 010	SGT Zebra, Zeta	777-34-2008	IR		
4/21/2005	**0001 011**	**CPL Apple, Adam**	**000 – 34 - 3003**		**SGT Oskar Observer**	

Daisy Duke

Olivia Observer

The Donor signs the Testing Register

Adam Apple

Oskar Observer

- This completes the testing of one donor.

- The UPL will return the donor’s ID Card and release her from testing.

End Presentation

If an error is discovered after the donor initials the label it cannot be changed on the label, a “Certificate of Correction” memorandum, will be used – discussed later in the training.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT	2. ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	A. LABORATORY CONDUCTING TESTING
Fort Swampy ASAP Bldg 123, Swamp Ave Fort Swampy, MO 12345	A Co, 1/16th INF Bldg 246, Infantry Ave, Fort Swampy, MO 12345 (555) 555-1234	

3. BASE/AREA CODE	4.UNIT IDENTIFICATION CODE	5. DOCUMENT/BATCH NUMBER	6. DATE SPECIMEN COLLECTED YYYY MM DD	B. BATCH NUMBER	C. REPORT OF RESULTS
FC22	~~W 2LAAA~~ MB 4/21/05 W3LAAA	0001	20050421		

[redacted] Version 530L

D. DRUGS TESTED

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFO	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
001	000-33-3003	IR	A				
002	000-22-1003	IR	A				
003	999-44-3002						
004	000-44-3010						
005	000-33-1006						
006	999-22-3002						
007	000-22-1008						
008	999-33-3004						
009	000-33-2001						
010	000-33-3021						

- **To correct the UIC:**
  - **Blacken out about 1/2 inch of the Barcode with a marker**
  - **Line through the UIC**
  - **Enter the Correct UIC**
  - **Initial and date near the correction**

Click Mouse to see the change to the form

H. CERTIFICATION. I certify that I am a laboratory official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and they are correctly annotated.

(1) SIGNATURE	(2) DATE SIGNED	(3) CERTIFYING OFFICIAL (Printed Name and Title

DD Form 2624, FEB 1993 *Replaces OPNAV 5350/2 (FEB 82), DA Form 5180 (AUG 86), and AF Form 1890 (APR 86), which are obsolete.*

Drug Testing Program
Testing Register

04/25/2005 12:24:19 PM
IR

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04/21/2005	Batch: 0001 Spec: 003	SPC George, Greg			
04/21/2005	Batch: 0001 Spec: 004	CPL Jenkins, Joshu			
04/21/2005	Batch: 0001 Spec: 005	PFC Klein, Kimberly			
04/21/2005	Batch: 0001 Spec: 006	PVT Lima, Larry			
04/21/2005	Batch: 0001 Spec: 007	2LT November, Na			
04/21/2005	Batch: 0001 Spec: 008	PFC Romeo, Rose			
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04/21/2005	Batch: 0001 Spec: 010	SGT Zebra, Zeta 777-34-2008	IR		
4/21/2005	**0001 011**	**CPL Apple, Adam 000 – 34 - 3003**		**SGT Oskar Observer**	

Don’t Forget to write in the Observer’s Name.

Click Mouse to see the change to the form

Note: The original entries on the unit ledger and DD Form 2624 are still good and will be utilized when an acceptable specimen is provided. A handwritten label will be attached to the

The UPL will then:

- **Remove the bottle label or obliterate the SSN**
- **Crush the bottle**
- **Throw the bottle away**
- **Annotate on the Unit Ledger that the specimen was short on the 1st attempt.**
- **The donor will**

If the UPL believes that a specimen is adulterated (tampered with or substituted) then he/she will:

- **Request the commander appoint another observer.**
- **Without letting your collected specimens out of your sight brief the new observer.**
- **Continue processing donors.**

Note: The commander after consulting with SJA and or CID will give you further instructions about the specimen and if any probable cause testing needs to occur on the